

Date: [Insert Date]

TO:

[Landlord or Property Manager Name]

[Address on Lease]

[City, State, Zip Code]

FROM:

[Former Tenant Name]

[Current Mailing Address]

[City, State, Zip Code]

[Phone Number]

RE: FORMAL DEMAND FOR RETURN OF SECURITY DEPOSIT

Dear [Landlord/Property Manager Name],

I am writing to formally demand the immediate return of my security deposit in the amount of \$[Insert Amount] for the property located at [Former Rental Address]. I vacated the premises on [Date of Move-Out] and provided my forwarding address on [Date Provided].

As of today, [Insert Number] days have passed since I surrendered the premises. Under [Insert State Statute Number, e.g., California Civil Code 1950.5 / Texas Property Code 92.103], you were required to return my full deposit or provide a written, itemized statement of any deductions within [Insert Statutory Limit, e.g., 21 or 30] days.

Because you have failed to comply with the statutory deadline, you have forfeited your right to withhold any portion of the deposit. Your continued retention of these funds constitutes a willful violation of state law.

Please be advised that if I do not receive a check for the full amount of \$[Insert Amount] within [Insert Number, e.g., 7 or 10] days of your receipt of this letter, I will file a claim in Small Claims Court without further notice. I will seek the full deposit amount, plus statutory damages, court costs, and any applicable interest as permitted by law.

Please mail the full payment to the address listed above.

Sincerely,

[Your Signature]

[Your Printed Name]